

ADMINISTRATIVE - INTERNAL USE ONLY

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MEMORANDUM FOR: All ORD Personnel

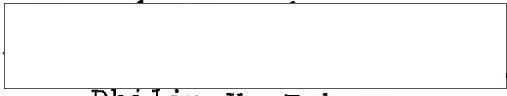
FROM: Philip K. Eckman  
Director of Research and Development

SUBJECT: Need for Clerical Assistance

1. As everyone recognizes, ORD badly needs immediate clerical assistance, particularly typing, which normal Agency recruiting does not seem to be able to provide. On the assumption that we would be more successful in obtaining security clearances and that transportation would be easier, we are asking everyone to ask their wives or the wives of neighbors who are Agency employees if they would be interested in working in ORD on a part-time basis.

2. Current regulations call for 20 hours per week minimum and 30 hours per week maximum. Pay would range from \$4.30 to \$5.40 per hour, depending upon education, typing and shorthand qualifications, and previous experience. Interested candidates should report to the Washington Area Recruitment Office on the ground floor of the Ames Building to begin processing.

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Philip K. Eckman

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